



SNOWMOBILE LAW ENFORCEMENT GRANT PROGRAM OVERVIEW AND INSTRUCTIONS

AUTHORIZING LEGISLATION

Part 821 Snowmobiles, Natural Resources and Environmental Protection (1994 PA 451, as amended)

ELIGIBLE APPLICANTS, REVIEW CRITERIA

County sheriff, city, village and township police departments (hereinafter referred to as local law enforcement agencies) are eligible to apply for a snowmobile law enforcement grant. The number of snowmobile trail miles within the county will be considered as part of the grant allocation process for county grants. City, village and township law enforcement agencies are eligible for grant funding if ingress/egress routes are provided for snowmobile access to local businesses from the state designated trail system.

GRANT SCHEDULE

Grant period:	October 1 to the following May 31.
Grant applications available:	July 1.
Grant applications due:	August 1.
Reporting:	when reimbursement of expenditures is requested. No other reporting during the grant year is necessary.
Close-out of grant:	at the end of the grantee's activities for the grant period, or no later than June 30.

ITEMS ELIGIBLE FOR REIMBURSEMENT

- ❖ Wages and benefits as calculated on the grant application form
- ❖ Overtime pay, if law enforcement personnel work more than 40 hours per week on snowmobile law enforcement
- ❖ Training, including travel, that is pre-approved in writing by the Department of Natural Resources
- ❖ Fuel and oil for patrol/tow vehicles and snowmobiles used in snowmobile law enforcement activities
- ❖ Equipment purchases:
Equipment is defined as any non-expendable tangible property having a useful life of more than one year. Snowmobiles, trailers, and electronics are considered equipment. Boots, snowmobile suits, gloves, helmets, etc. are considered "personal equipment" and may be listed on the grant application form under CSS&M.

ITEMS INELIGIBLE FOR REIMBURSEMENT

- ❖ Wages and benefits of county sheriff
- ❖ Overtime pay for law enforcement personnel who do not work more than 40 hours per week on snowmobile law enforcement
- ❖ Training, including travel, that is not pre-approved by the Department of Natural Resources
- ❖ Computer equipment, software and operator time
- ❖ Cellular telephones

GRANT APPLICATION

Refer to the information provided in this program overview and instructions for guidance on eligibility and deadline dates. Fill out the Snowmobile Law Enforcement Grant Program grant application form (PR1985-2). Obtain the signature of the county sheriff. No other information is required to apply for grant funding.

SEND COMPLETED GRANT APPLICATION TO:

**GRANTS MANAGEMENT
MICHIGAN DEPARTMENT OF NATURAL RESOURCES
PO BOX 30425
LANSING MI 48909-7925**

GRANT REIMBURSEMENT

Grant reimbursement is done on an annual basis, upon receipt of a grantee's State Aid Voucher, Annual Activity Report, and all other required documentation. An additional payment may be made, upon request by the grantee, for approved equipment purchases.

Grant reimbursements will be for items authorized in the grantee's grant agreement, and as documented by the grantee. The total grant payment will not exceed eighty-five percent (85%) of actual expenditures, up to the amount shown on the grant agreement or subsequent amendments. The grantee is responsible for the balance of the cost of the local law enforcement program.

General Instructions

The State Aid Voucher and supporting documentation of expenditures are to be prepared by the Grantee and submitted to the Department of Natural Resources (Department) by **June 30 of the same year the grant expires**. Please provide only one copy.

Fill out all of the forms as part of the State Aid Voucher packet. If no expenses were incurred for a particular category (such as "Equipment"), write "no expenditures" on that page and include it in your submittal.

For purchase of items or contracting of services costing \$100 or more (per voucher), provide:

- ❖ One copy of the invoice; and
- ❖ One copy of the cancelled check, non-negotiable, or bank statement

Supporting documentation does not need to be provided for: purchases or services costing less than \$100; purchase of fuel and oil; payment of wages and benefits.

Instructions for Completing the Forms

State Aid Voucher Form:

1. This form should be filled out and signed *after* the detail sheets have been completed. Please place this completed and signed form on the top of your State Aid Voucher packet.
2. Fill in the Law Enforcement Agency name, the Treasurer's name and address, and the grant period beginning and ending dates. The effective dates of the grant can be found on your grant agreement.
3. Transfer the total expenditure dollar figures from the corresponding detail sheets.
4. Once the reimbursement packet is completed, obtain appropriate signatures on the State Aid Voucher form.

Detail Sheet- Salary, Wages & Fringe Benefits:

1. Fill in the Law Enforcement Agency name and the date the form was completed.
2. Provide the Date Paid, Employee Name, Hours Worked/Pay Rate, and Amount Paid information as shown on the form. Use as many sheets as necessary to include all of the payroll expenditures attributed to this program. If multiple sheets are used, provide a subtotal for each page, and a grand total for the last page.
3. After the list of payroll expenditures (on the last page used), show the percentage rate for fringe benefits. This should include a percentage rate for each of the following: FICA, medical, dental, workmen's comp, and other benefits. It only needs to be shown once (not for each pay period).

Detail Sheet- Contractual Services, Supplies and Materials (CSS&M):

1. Fill in the Law Enforcement Agency name and the date the form was completed.
2. Provide a listing of items purchased or services obtained during the grant period. Include all of the information requested on the form. Do not list equipment purchases here; use the Equipment detail sheet.
3. For vouchers in the amount of \$100 or more, provide a copy of the invoice and a copy of the cancelled check, non-negotiable, or bank statement.
4. For patrol/tow vehicle:

- ❖ List expenditures only for the time period the vehicle was actually used for snowmobile law enforcement purposes.

- ❖ Calculate expenditures based on

Lease: up to \$300 per month plus actual cost of fuel and oil (provide a copy of the lease agreement with your State Aid Voucher packet)

Or

Mileage: number of miles X mileage rate* = \$

* the current mileage rate will be provided by the Department.

5. For snowmobiles:
 - ❖ List all mechanical work, replacement parts, and costs associated with preparation for use and for storage.
 - ❖ List actual expenditures for fuel and oil. Supporting documentation for fuel and oil expenditures is not required.

Detail Sheet- Equipment:

1. Fill in the Law Enforcement Agency name and the date the form was completed.
2. Provide a listing of equipment purchased during the grant period. Include all of the information requested on the form. Subtract the value of any trade-in items to arrive at the actual cost for each item or group of items.
3. For vouchers in the amount of \$100 or more, provide a copy of the invoice and a copy of the cancelled check, non-negotiable, or bank statement.
4. Fill out a Report of Equipment Purchased form (PR1985-3) and include it with your State Aid Voucher packet.

Activity Report:

1. Provide only one activity report – annual summary - to the Department per grant year.
2. Fill in the beginning and ending dates of the reporting period. The effective dates of the grant can be found on your grant agreement.
3. Fill in the Law Enforcement Agency name and address at the top of the form.
4. provide the information requested on the form for each trail or other location that was patrolled for snowmobile law enforcement
5. For Court, Equipment Maintenance, Special Events, and Other Program Administration, provide only the total number of hours at the bottom of the page.
6. Obtain the appropriate signatures at the bottom of the form and include the completed activity report with your State Aid Voucher packet. If the “Prepared by” and “Approved by” is the same person, please sign in both places.

Be sure your State Aid Voucher packet contains all of the following:

- ☐ State Aid Voucher Form
- ☐ Detail Sheet- Salary, Wages and Fringe Benefits (with percentage rates for benefits shown)
- ☐ Detail Sheet- Contractual Services, Supplies and Materials (CSS&M)
- ☐ Detail Sheet- Equipment
- ☐ Report of Equipment Purchased (only if equipment was purchased)
- ☐ Activity Report
- ☐ Invoices and cancelled checks for purchases and services of \$100 and more

SEND COMPLETED FORMS AND SUPPORTING DOCUMENTATION TO:

**GRANTS MANAGEMENT
MICHIGAN DEPARTMENT OF NATURAL RESOURCES
PO BOX 30425
LANSING, MI 48909-7925**

Visit us on the web at www.michigan.gov/dnr-grants.

1. Click on “Grant Programs”.
2. Click on “Snowmobile Law Enforcement”.
3. Click on “Forms and Publications” at the top of the page.
4. Click on the form or publication to view or download.